

CITY OF LINCOLN/LANCASTER COUNTY

CONTRACT AWARD NOTIFICATION

SPECIFICATION NO.05-110

ANNUAL REQUIREMENTS FOR

CLEANING SERVICES FOR

STARTRAN OFFICES AND SHOP FACILITIES

DATE: June 9, 2005

CONTRACT PERIOD: June 1, 2005 thru May 31, 2006

CONTRACTOR: New Life Custom Cleaning
400 Adams,
Lincoln NE 68521

PURCHASING DIVISION
K-STREET COMPLEX
440 SOUTH 8TH STREET
LINCOLN, NEBRASKA 68508
(402) 441-7410

Company Representative: Jean Jacobson
Telephone No.: 402-430-4344
FAX No.:
E-Mail Address:

THE CITY/COUNTY'S SPECIFICATIONS AND THE CONTRACTOR'S ACCEPTED PROPOSAL AND PRICING SCHEDULES, NOW ON FILE IN THE OFFICE OF THE CITY CLERK AND/OR THE COUNTY CLERK, ARE ADOPTED BY REFERENCE AND ARE AS FULLY A PART OF THIS CONTRACT FOR THE ABOVE-NAMED COMMODITY AS IF REPEATED VERBATIM HEREIN.

PER SIGNED CONTRACT approved on 6/3/05

NO ACTION NEED BE TAKEN BY THE CONTRACTOR AT THIS TIME. ORDERS FOR MATERIAL WILL BE MADE AS NEEDED BY THE VARIOUS CITY/COUNTY DEPARTMENTS.

DEPARTMENTS REQUIRING CATALOGS AND/OR PRICING SCHEDULES SHALL NOTIFY THE CONTRACTOR DIRECTLY.

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E.O. # 73353
Dated: 6/3/05

CONTRACT DOCUMENTS

**CITY OF LINCOLN
NEBRASKA**

**ANNUAL REQUIREMENT FOR CLEANING SERVICES FOR STAR-
TRAN OFFICE AND SHOP
AS PER SPECIFICATION 05-110**

Contractor: NEW LIFE CUSTOM CLEANING

**CITY OF LINCOLN, NEBRASKA
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this 9th day of May 2005, by and between New Life Custom Cleaning, 400 Adams, Lincoln NE 68521 hereinafter called contractor, and the City of Lincoln, Nebraska, a municipal corporation, hereinafter called the City.

WITNESS, that:

WHEREAS, the City has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

Annual Requirement for Cleaning Service for Star-Tran Office and Shop
Specification 05-110 and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the City, in the manner and at the time specified, a sealed Proposal in accordance with the terms of said advertisement; and,

WHEREAS, the City, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal, a copy thereof being attached to and made a part of this Contract;

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the agreements herein contained, the Contractor and the City have agreed and hereby agree as follows:

The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other construction accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute construct, and compete all Work included in and covered by the City's award of this Contract to the Contractor, such award being based on the acceptance by the City of the Contractor's Proposal, or part thereof, as follows:

The City agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefor, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the City:

CONTRACT AGREEMENT

The Work included in this Contract shall begin as soon as possible from date of executed contract. **Term of Agreement is one (1) year from June 1, 2005 thru May 31, 2006 with options to renew for two (2) additional one (1) year periods.**

GUARANTEE:

A performance bond in the full amount of the contract shall be required for all construction contracts. This bond shall remain in effect during the guarantee period as stated in the specifications.. Once the project is completed, the contractor may submit a maintenance bond in place of the performance bond.

The Contract Documents comprise the Contract, and consist of the following:

1. The Instructions to Bidders
2. The Accepted Proposal
3. The Contract Agreements
4. The Specifications
- *5. The City of Lincoln Standard Specifications for Municipal Construction
 - a. General Conditions
 - b. General Specifications
 - c. Construction & Materials Specifications
- ** 6. The Plans (including the Schedule of Approximate Quantities)
7. The Construction Bonds
8. The Special Provisions

* If project includes paving, water, sewer, sidewalk, lighting or traffic signal work, the City of Lincoln Standard Specifications for Municipal Construction will apply, which are on file in the office of the City Clerk. Copies may be obtained at the Office of the City Engineer.

** The following is an enumeration of the Plans, which are entitled:

CONTRACT AGREEMENT

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and the are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the City hereby agree that all the terms and conditions of this Contract shall by these presents be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the City do hereby execute this contract.

EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST:

John E. Ross



CITY OF LINCOLN, NEBRASKA

Ellen J. Seay Mayor
Approved by Executive or No. 73353
dated 6-3-05

EXECUTION BY CONTRACTOR

IF A CORPORATION:

Name of Corporation

(Address)

ATTEST:

(SEAL)
Secretary

By:
Duly Authorized Official

Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

New Life Custom Cleaning
Name of Organization

Cleaning Service
Type of Organization

400 Adams, Lincoln NE 68521
(Address)

Don Johnson By: Member
By: Member

original

New Life
Custom
Cleaning

**BID PROPOSAL
SPECIFICATION #05-110**

**ANNUAL REQUIREMENTS CLEANING SERVICE FOR
OFFICES & SHOP AT STAR-TRAN**

BIDS DUE: 12:00 NOON
DATE: Wednesday, May 4, 2005

ADDENDA RECEIPT: The receipt of the addenda to the specification number ____ through ____ is hereby acknowledged. Failure of any bidder to receive any addenda or interpretation shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of The City of Lincoln for the above listed project, the Contract Documents and all other terms and conditions of the request, agrees to provide the labor, certificate of insurance, unemployment compensation, materials and equipment in strict accordance with the specifications as prepared by the City for the consideration of the amount set forth in the following price schedule:

1. Contractor's price proposal to provide cleaning services as specified for the period beginning:

Annual Bid (June 1, 2005 through May 31, 2006)

TOTAL ANNUAL LUMP SUM OFFER: \$ 11,092⁰⁸

CONTRACTOR TO BE PAID MONTHLY
IN TWELVE EQUAL INSTALLMENTS OF: \$ 924³⁴ /mo.

NOTE: total of these monthly installments times 12 should equal the "Lump Sum Offer listed above.

- (oops - Sorry)
2. List three commercial references below:

2.1 Company Name:

Address:

City/State/Zip:

Contact Name:

Phone Number:

Fax Number:

Approx. Annual Contract Value: \$ 11,092⁰⁸ # of sq. ft. cleaned: _____

1 yr How long have you had this account/customer: _____

2.2 Company Name: Star Tran
Address: 710 J. St.
City/State/Zip: Lincoln, ne. 68508
Contact Name: Larry Worth
Phone Number: 441-7185 Fax Number: _____
Approx. Annual Contract Value: \$ 11,092⁰⁸ # of sq. ft. cleaned: _____
How long have you had this account/customer: 3 yrs.

2.3 Company Name: Coyote Willys
Address: 2137 Cornhusker Hwy
City/State/Zip: Lincoln ne 68521
Contact Name: Bonnie Charlsworth
Phone Number: 580-8418 Fax Number: _____
Approx. Annual Contract Value: \$ 18,720- # of sq. ft. cleaned: _____
How long have you had this account/customer: 4 yrs

2.4 List any contracts (either past or present) you have held with the City or County: StarTran , Police Garage -

3. COMPANY BACKGROUND:

3.1 How long has your firm been performing commercial cleaning services?

18 yrs.

3.2 How many full time employees does your firm have (working at least 36 hours/week)?

2

3.3 How many part time employees does your firm have? *1*

3.4 Detail your arrival and departure schedule from our facility (indicating an estimate of daily, weekly and (if appropriate) any annual hours? *before*

3.5 Detail your process for resolution of complaints or customer concerns? *or after office hours.*

(Communicate with Larry + or Glen.)

4. The City intends to enter into a contract agreement with the successful bidder for a One (1) year period with the option to renew for two (2) additional One (1) year periods. All pricing must remain firm for the first full twelve month period of the contract.

Do you agree? ☒ YES ☐ NO,

4.1 After the first 12 month period, prices may be adjusted only once annually based on current inflation and actual expenses generated from the service. The City must receive a 90 day notice, in writing of any increase in price.

Do you agree? ☒ YES ☐ NO,

5. The City is also interested in an option to renew for one (1) additional three (3) year period (offer to renew will be mutually determined at the conclusion of the initial contract). All terms and conditions of the renewal period will be identical to the original contract period, unless mutually agreed upon via standard contract addendum process. *ok*

Will you consider the renewal offer, if extended by the City? ☒ YES ☐ NO

RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE: SEALED BID FOR SPEC. 05-003

New Life Custom Clearing
COMPANY NAME

400 Adams
STREET ADDRESS or P.O. BOX

Lincoln ne 68521
CITY, STATE ZIP CODE

430-4344
TELEPHONE No. FAX No.

506-84-4116
EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER

beeunek@hotmail.com
E-MAIL ADDRESS

Don Jacobson
BY (Signature)

Don Jacobson
(Print Name)

Owner
(Title)

4-23-05
(Date)

Mon through Fri. 260 days
ESTIMATED DELIVERY DAYS

Monthly
TERMS OF PAYMENT

Bids may be inspected in the Purchasing Division offices during normal business hours, after tabulation by the purchasing agent.
If you desire a copy of the bid tabulation to be mailed to you, you must enclose a self-addressed stamped envelope with your
bidding documents. Bid tabulations can also be viewed on our website at: lincoln.ne.gov Keyword: Bid

CLEANING SPECIFICATIONS AND STANDARDS - WORKSHEET

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICE	ANNUAL SHOP	TOTAL
1.	<p>PLUMBING FIXTURES AND DISPENSER CLEANING: Shall be free of all deposits and stains so that the item is left without cleaning streaks, film, odor, or stains.</p> <p>AREA INVOLVED: All restrooms, toilets, sinks, showers and drinking fountains</p> <p>FREQUENCY: Daily</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
2.	<p>SWEEPING: Properly swept floor is free of dirt, dust, grit, lint, and debris, except imbedded dirt and grit. Corner and edges shall also be clean.</p> <p>AREA INVOLVED: All hard surface floors including entry ways</p> <p>FREQUENCY: Daily</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
3.	<p>TRASH REMOVAL: All waste receptacles shall be emptied and the contents shall be disposed of in the proper designated container provided by the City. All used trash liners are to be replaced as needed.</p> <p>AREA INVOLVED: All waste receptacles including those located in the backroom, patio, front door and cigarette receptacles</p> <p>FREQUENCY: Daily</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
4.	<p>VACUUM: Properly vacuumed floor is free of all dirt, dust, grit, lint and debris. Corners and edges shall also be cleaned.</p> <p>AREA INVOLVED: All carpeted surfaces and provided entrance mats</p> <p>FREQUENCY: Daily</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
5.	<p>METAL CLEANING: All cleaned metal surfaces are without deposits or tarnish and with a uniformly bright appearance. Cleaner is to be removed from adjacent surfaces.</p> <p>AREA INVOLVED: All restroom and sink fixtures</p> <p>FREQUENCY: Daily</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
6.	<p>SPOT CLEANING: A surface adequately spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks.</p> <p>AREA INVOLVED: Any soiled area</p> <p>FREQUENCY: As needed</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
7.	<p>ENTRY WINDOW CLEANING: Glass surface shall be free of finger prints, film, streaks, and tape with a uniformly clear appearance.</p> <p>AREA INVOLVED: All glass and mirrors</p> <p>FREQUENCY: Daily</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
8.	<p>DUSTING: A properly dusted surface is free of all dirt and dust streaks, lint, and cobwebs.</p> <p>AREA INVOLVED: All horizontal surfaces including all horizontal blinds</p> <p>FREQUENCY: Weekly</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICE	ANNUAL SHOP	TOTAL
9.	DAMP MOPPING: A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris, or standing water. AREA INVOLVED: All hard surface floors, including entry ways FREQUENCY: Daily	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
10	SCRUBBING: Scrubbing is satisfactorily performed when all surfaces are with out imbedded dirt, cleaning solution, film, debris, stains, marks, standing water, and floor has uniformly clean appearance AREA INVOLVED: All hard surface floors FREQUENCY OFFICE - At least once a month, more if conditions require SHOP - At least <u>twice</u> a month, more if conditions require	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
11	BUFFING OR FINISHED FLOOR SURFACES: All finished floors will be buffed for maximum gloss, removal of surface dirt, and a uniform appearance. AREA INVOLVED: All finished hard surface floors FREQUENCY: At least monthly, more frequently if conditions warrant	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
12	CARPET CLEANING: OFFICE ONLY: Periodic cleaning of carpets, shall be accomplished by steam cleaning or other methods in use. AREA INVOLVED: All carpet floor surfaces FREQUENCY: At least twice annually, spot cleaning as necessary	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
13	LIGHT FIXTURE/VENT CLEANING: Fixtures/vents shall be washed free of dirt and dust streaks, lint and cobwebs. AREA INVOLVED: All light fixtures and ceiling vents FREQUENCY: At least once annually	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
14	VACUUM/CLEANING OF BLINDS: Blinds shall be vacuumed free of dust and dirt streaks, lint and cobwebs. Spot clean any fabric blinds as necessary. AREA INVOLVED: All vertical blinds FREQUENCY: At least once annually	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
15	FLOOR FINISH REMOVAL: Finish removal is accomplished when surfaces have all finish removed to the flooring material, are free of dirt, stains, deposits, debris, cleaning solution, standing water and floor has uniform appearance when dry. Plain water rinse and pickup must follow finish removal immediately. AREA INVOLVED: All appropriate hard surface floors FREQUENCY: At least once every five (5) years, more frequently if conditions warrant NOTE: Assess condition at time of site visit to indicate necessity of this service.	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>

	DESCRIPTION OF TASK AND EXPECTED FREQUENCY BID AMT:	ANNUAL OFFICE	ANNUAL SHOP	TOTAL
16	<p>FLOOR FINISHING: Undertaken by powered machines. Finishing and sealing includes: 1) proper cleaning & preparation of surface including removal of residue/ previous washings, 2) proper rinsing of floors to remove all soap residue, 3) application of a minimum of three coats of floor finish on scrubbed floor and five coats on stripped floors.</p> <p>AREA INVOLVED: All appropriate hard surface floors</p> <p>FREQUENCY: At least once every five (5) years, more frequently if conditions warrant</p> <p>NOTE: Floors must be finished in accordance with manufacturers recommended standards using a UL listed slip resistant floor finish. Assess condition at site visit.</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
17	<p>EXTERIOR WINDOW CLEANING: All exterior windows to be cleaned inside and out.</p> <p>AREA INVOLVED: All glass surfaces and windows.</p> <p>FREQUENCY: Twice annually, once in the fall and spring</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
18	<p>INTERIOR WINDOW CLEANING: All interior windows into offices interior office doors w/windows</p> <p>AREA INVOLVED: All interior windows into offices plus all interior doors with windows</p> <p>FREQUENCY: Once a week</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
19	<p>BATHROOM TILE: Wiping down the tile in the bathrooms</p> <p>AREA INVOLVED: All bathrooms</p> <p>FREQUENCY: As needed</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
20	<p>WASHING WALLS: Spot cleaning all painted walls as necessary</p> <p>AREA INVOLVED: Hallways, offices and bathrooms</p> <p>FREQUENCY: As needed</p>	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>
	SERVICES WORKSHEET TOTALS:	\$ <u>277</u>	\$ <u>277</u>	\$ <u>554</u>

GRAND TOTAL FOR ALL ANNUAL SERVICES LISTED: \$ 11092⁰⁸